

URBAN RENEWAL PLAN  
ELMWOOD PARK PROJECT AREA  
PROJECT NO. MO-R-10

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RELOCATION PLAN

## RELOCATION PLAN

### A. PROPOSED ADMINISTRATIVE ORGANIZATION FOR RELOCATION

1. Administration of the Relocation Plan: The relocation plan will be administered by the Assistant Director of the Land Clearance for Redevelopment Authority of St. Louis County, Mo. The functions of the Relocation Section will include the following:
  - a) Formulation of relocation plans and relocation of site occupants according to those plans.
  - b) Management of acquired properties prior to demolition.
2. The above general functions will be performed through a Relocation and Management Field Office in Elmwood Park. The specific functions of this office will be as follows:
  - a) Conduct a final survey of site occupants to determine the housing requirements of individuals and families.
  - b) Maintain records of relocation.
  - c) Disseminate information to site occupants and develop an understanding among site occupants of the purpose of the project and the operations involved in relocation and site clearance.
  - d) Notify project residents of the acquisition of property, the necessity of moving, and the assistance available.
  - e) Aid and counsel families with reference to their relocation problems.
  - f) Obtain and maintain an inventory of standard private housing vacancies and make referrals of effected project residents to standard housing.
  - g) Inspect private housing units before referral of families.
  - h) Assist site occupants in such a way as to work the least hardship upon them without interrupting progress of site clearance.
  - i) Interview and assist site occupant families who are eligible and express an interest in obtaining admission to low-rent housing.
  - j) Assist site occupant families who are ineligible for or who do not desire low-rent housing to find standard private housing.
  - k) Determine needs of families for Relocation Payments to the extent that these are permitted by the approved Relocation Plan and Project Expenditure Budget and administer the same.
  - l) Ascertain the address of each family which has voluntarily relocated to inspect and determine the adequacy of their housing and to maintain a record thereof.
  - m) Assist single persons who maintain self-contained units and who either do not qualify for or do not desire public housing, to relocate in private housing.
  - n) Consult with proprietors of business enterprises within the project areas and give what help is possible in connection with the relocation of their business.
  - o) Establish and maintain good public relations among project area occupants and among interested organizations.

3. THE RELOCATION STAFF: The Relocation Staff will be comprised of the following:

- a) The Director of Relocation: To be performed by the Assistant Director of the Land Clearance for Redevelopment Authority of St. Louis County, Mo.

Duties: To establish a Relocation Field Office; to establish procedures and to train and supervise personnel to operate the Relocation Field Office.

- b) Relocation Housing Manager:

Duties: To manage the Relocation Field Office; to maintain current listings of housing vacancies; to make a field survey of site occupants and to maintain records of the site occupants in satisfying their relocation needs; to investigate families with social problems and assist these families to obtain aid from appropriate social agencies; to work with the appropriate social agencies.

- c) Relocation Assistant:

Duties: To assist the Relocation Manager in carrying out the functions and duties required to successfully relocate site occupants and provide the secretarial services in the relocation office.

B. STANDARDS TO BE FOLLOWED FOR RELOCATION

1. Physical Condition and Suitability of Housing: The standards by which housing will be determined to be "decent, safe, and sanitary" will be those prescribed in the minimum standards of St. Louis County, Mo., adopted July 10, 1957, Ordinance 1051 "establishing minimum standards governing the condition and maintenance of dwellings; establishing minimum standards governing supplied utilities and facilities and other physical things and conditions essential to make dwellings safe, sanitary, and fit for human habitation; to provide adequate light, and air, to avoid undue congestion and to prevent overcrowding; fixing certain responsibilities and duties of owner and occupants of dwellings; authorizing the inspection of dwellings, and the condemnation of dwellings unfit for human habitation; and fixing penalties for violation."

In particular, some of the more pertinent provisions are as follows: Every dwelling unit shall contain a kitchen sink, a flush water closet and lavatory basin in a private room and a bathtub or shower in a private room, all in good working condition and properly connected to the public water system and to a public or private sewer system. Every kitchen sink, lavatory basin, and bathtub or shower shall be connected with both hot and cold water lines.

Every dwelling unit shall be supplied with adequate rubbish storage facilities, and adequate garbage disposal facilities or garbage containers, approved by the Commissioner.

Every dwelling shall have supplied water-heating facilities which are properly installed, maintained and connected and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than 120°F.

Every dwelling unit shall have safe, unobstructed means of egress leading to safe and open space at ground level, as required by the laws of this state and this County of St. Louis.

Every habitable room shall have a minimum total window area of 10% or a minimum skylight of 15% of the total floor area of such room, a minimum of 45% of which window area can easily be opened to adequately ventilate the room, except that no window or skylight shall be required in adequately ventilated bathroom and water closet compartments equipped with a ventilation system approved by the Commissioner.

Every exterior door and every window used for ventilation shall be supplied with screens.

Every habitable room of each dwelling shall contain at least two separate floor or well-type electric convenience outlets, or one such convenience outlet and one supplied ceiling-type electric light fixture; and every water closet compartment, bathroom, laundry room, furnace room and public hall shall contain at least one supplied ceiling-or-well type electric light fixture, all maintained and connected to the source of electric power in a safe manner.

Every dwelling shall have heating facilities which are properly installed and maintained, and are capable of safely and adequately heating all habitable rooms.

Every foundation, floor, wall, ceiling, roof, window, exterior door and basement shall be reasonably weathertight, watertight, and rodentproof, shall be capable of affording privacy and shall be kept in good repair.

Every inside and outside stair, porch, and appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon; and shall be kept in sound condition and good repair.

Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks and obstructions.

Every water closet compartment floor surface and bathroom floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

Every dwelling unit shall contain at least 150 square feet of floor space for the first occupant thereof and at least 100 additional square feet of floor space for every additional occupant thereof, the floor space to be calculated on the basis of total habitable room area.

In every dwelling unit of two or more rooms, every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor space, and every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor space for each occupant thereof.

No dwelling or dwelling unit containing two or more sleeping rooms shall have such room arrangements that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be had only by going through another sleeping room; nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or water closet compartment.

At least one-half of the floor area of every habitable room shall have a ceiling height of at least 7 feet; and the floor area of that part of any room where the ceiling height is less than 5 feet shall not be considered as part of the floor area in computing the total floor area of the room for the purpose of determining the maximum permissible occupancy thereof.

No cellar space with less than half of its ceiling height below average grade, shall be used as a habitable room or dwelling unit.

No basement space shall be used as a habitable room or dwelling unit unless:

- a) The floor and walls are impervious to leakage of underground and surface runoff water and are insulated against dampness.
- b) The total required window area in each room is located entirely above the grade of the ground adjoining such window area.

2. Ability of Family to Pay: The standards and requirements of the Federal Housing Administration, the Public Housing Administration, and the Housing Authority of the City of St. Louis will be used to determine the ability to pay; that is, proposed rent income ratio to be applied and criteria of evaluating family ability to purchase housing. Generally, this will be the twenty per cent of net income ratio and, in no case, to exceed twenty-five per cent. As a result of our recent surveys it developed that nearly 70 per cent of the residents of this area are home owners and many of these homes are free and clear of encumbrance. It is readily anticipated that their equity would help them to purchase a home under the 221 Section of the Federal Housing Program.

### C. PROCUREMENT OF RELOCATION SOURCES

1. Provisions of additional housing, public and private, to meet estimated deficits: As demonstrated in the preliminary Eligibility and Relocation Reports, no deficits are anticipated in available housing for the families to be displaced from the project area. Several non-profit, as well as commercial organizations have expressed an interest in building units of low-rent housing in Elmwood Park for use by the residents of the area. Units of Federal Aided Public Housing are available in the City of St. Louis and will shortly be available in Kinloch, Mo., which is in St. Louis County. It is our belief that some of the families will move into these units. St. Louis County has also been certified to issue 221 F.H.A. Certificates of Eligibility which permits a displacee to borrow money with no down-payment, for a long term financing loan under a federal guarantee.

2. It is the intent of this Authority to secure 250 units of low rent cost under the 221 (d)(3) program to help relieve the relocation problems of all residents in St. Louis County affected by governmental action, who cannot meet the private rental market in the County.

3. It is further intended by the Authority to apply for 250 units under the Housing and Home Finance Agency's Housing For the Elderly program, for the unincorporated areas in St. Louis County.

2. Mobilization of Available Resources: The staff of the Relocation Office is charged with the responsibility for locating rehousing facilities for site occupant families. This will be accomplished by:

1. a) Maintaining close cooperation with local real-estate agencies to obtain listings;  
b) Maintaining close cooperation with family welfare agencies;  
c) Carefully reviewing daily listings for properties in local newspapers.
2. Preferences in Public Housing: The preference prescribed in the low-rent Housing Manual, Section 407.1 giving first preference to families displaced by government action will be observed.
3. Listings of Resources: Each space listing received by the Relocation Office will be inspected to determine whether or not the dwelling unit offered meets the minimum standards for either permanent or temporary relocation. A check list of minimum standards, based on the Minimum Housing Standard Code, will be used and a record file maintained on each inspection. Dwellings which families find for themselves will also be inspected and if these dwellings are not found to meet minimum standards, they will be considered temporary housing.

### D. TEMPORARY RELOCATION

Temporary relocation will be restricted to only as a stop-gap arrangement for the period between displacement of families living in the project area and the availability of permanent housing for them.

The Authority will continue to be responsible for assisting these families for rehousing in permanent facilities which meet the minimum standards.

Temporary relocation will be made to other housing in the project area in order to effect monetary savings in property management and for the convenience of demolition schedules as the area will be cleared in stages for the redevelopment of the project area.

Temporary relocation will be effected in a manner to minimize imposing undue hardships and burdens upon families.

The standards for temporary housing will require that:

1. It will not be less desirable in character than the dwelling from which the family is required to move.
2. It will be in a safe and habitable condition. Temporary relocation housing shall be inspected to determine whether or not it satisfies the above needs. A record of the inspection will be maintained.

### E. RELATIONSHIPS WITH SITE OCCUPANTS

1. Programs for Informing Site Occupants and Property Owners: After local



and Federal approval of the project is obtained, an informational statement advising site occupants and the property owners of the plans for the project area will be distributed to the site occupants and property owners of the project area. This will be the official notification and will be delivered in person, if possible, by a representative of the Relocation Field Office and a receipt will be obtained and filed in the Relocation Field Office. When personal delivery is not accomplished, registered mail with return receipt will be used. At the time of delivery the Relocation Field Office representative will thoroughly inform the site occupants with respect to all aspects of the project operations and will offer assistance to occupants in individual relocation problems. In the case of commercial or industrial enterprises, the Relocation Field Office will offer relocation assistance.

The Elmwood Park Improvement Association holds monthly meetings; prior to their meetings, the Director of Relocation will meet with these members to keep them informed of the plans and progress of the Redevelopment Program, which they in turn can pass on at the general meeting.

Surveys of Occupants in properties to be acquired - upon opening the Relocation Field Office, the staff will make a survey of all the dwellings units and families in the project area to provide the up-to-date information that is needed. This information will be compiled on the site occupants relocation records. The survey will include information on dwelling units not to be acquired as some of these will be designated for rehabilitation work and because all site occupants of the project area will be asked to cooperate in the redevelopment plans and program.

## 2. Direct Services to be Rendered:

- a) A Relocation Field Office will be established in the project area in order to establish a closer relationship with the site occupants.
- b) Referral Procedures: The staff of the Relocation Field Office will make referrals to public and private housing for site occupants and a record of such referrals and results thereof will be kept. When a family moves to private housing which had not been previously inspected by the staff, a visit will be made by the staff to the new quarters and a record made on the Relocation Records of the new address and characteristics of the new quarters. If the new quarters are substandard, an offer of further assistance will be made to the family to relocate in accommodations meeting the minimum standards established herein.
- c) Assistance in Obtaining Mortgage Financing: The Housing and Home Finance Administrator has certified to the Federal Housing Administration units of Section 221 relocation housing for St. Louis County, Mo. The local F.H.A. insuring office will issue to approved mortgagees and builders, information respecting the program. The Authority has been designated as the agent to certify eligibility for mortgage insurance under Section 221. The Relocation Office will advise families to be displaced of their eligibility for this type of mortgage financing.
- d) Assistance in Obtaining Home Improvement Loans: The Relocation Field Office will assist those property owners whose homes have been designated for rehabilitation in securing Home Improvement Loans.
- e) Families who Move Without Notification: It is recognized that in spite of efforts to keep contact with residents in the area, there will be many families who will move without notice to the Relocation Office. A persistent effort will be made to trace these families by reference to the U.S. Post Office for change of address, information from neighbors, utilities, and by use of certified mail.

## 4. RELOCATION PAYMENT PROGRAM

Relocation payments to individuals, families and business concerns are authorized under Section 106 (f) of the Housing Act of 1949, as amended, and will be made in accordance with the rules and regulations prescribed by the Housing and Home Finance Administrator. These rules and

regulations are currently found in Local Public Agency Letters NO. 226 dated 9/13/61 and NO. 246 dated 8/9/62. All payments will be made in accordance with these rules and regulations.

5. Eviction Policy - Legal action to remove a site occupant will be taken when:

- a) The site occupant is maintaining a nuisance or illegal use.
- b) The site occupant refuses to consider accommodations which are considered to meet the standards set forth in this plan and have been recommended by this Authority.
- c) The site occupant fails to cooperate with the Authority by refusal to admit or confer with the Authority representatives, or persists in evading attempts made by the Authority to reach the site occupant by other reasonable means.
- d) The site occupant fails to pay rent owing to the Authority.

Eviction proceedings will only be used as a last resort. All site occupants will be given notice of eviction at least 30 days prior to the date of eviction. Immediately prior to the expiration of 30 days, if the occupant has not moved, a reminder notice will be served bearing the same terminal date as the original notice. This will be accompanied by a personal visit by a member of the Relocation Field Office staff, as appropriate to determine the cause of the failure to relocate and to ascertain if there is a hardship.

Special assistance may be rendered in case of hardship. If the relocation staff decides that an extension of time is desirable and feasible, it will be granted. If no extension is indicated, eviction proceedings will be carried out.

It is felt that there will be very few cases where eviction proceedings will be necessary. It is estimated that it will be less than one per cent.

6. In the case of commercial or industrial enterprises, the Relocation Field Office will offer relocation assistance and advice and assistance in moving expenses.

F. OBTAINING COMMUNITY COOPERATION

A relocation committee has been established. It is composed of residents of Elmwood Park. The members of this committee are:

Mr. Tyree Dixon, 10,010 Chicago Blvd., WI-1-1340, Chairman of the Elmwood Relocation Committee

Mrs. Ida Scott, 9917 Maple Avenue WI-3-3761

Mrs. Irene Harris, 9613 Chicago Blvd., WI-3-4995

Mr. Wallace West, 2432 Elmwood Avenue WI-3-2498

Miss Grace Howard, 9742 Robin Avenue WI-3-0253

The committee will have the following functions:

- a) Advise on methods and techniques for accomplishing relocation, with special attention to problem cases.
- b) Obtain cooperation of property owners and real estate agencies in notifying the Relocation Field Office of standard accommodations available and in interesting builders in providing housing to meet the needs of the families to be displaced.
- c) Enlist the cooperation of local social agencies in helping those families who are ineligible for public housing and who may have difficulty in obtaining other accommodations.
- d) Act as a two way channel for:

- 1) Reaching a large number of persons with an explanation of the relocation as well as other aspects of the redevelopment program.
- 2) Keeping the Authority advised and aware of the citizens reactions to all aspects of the redevelopment plans and progress.

C. ADDITIONAL RELOCATION REQUIREMENTS IMPOSED BY STATE OR LOCAL LAW

There are no such requirements.